



Navy Personnel Command (PERS-4013)



Personnel Readiness & Support Brief

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Training Objectives

Terminal Objective:

- Describe the PERS-4013 personnel readiness and support process and the impact on Sailors, Detailers, Commands, Enlisted Community Managers, and Manning Control Authorities (MCAs).

Enabling Objectives:

- Discuss the organizational structure and history of PERS-4013.
- Describe the major functions of PERS-4013.
- Explain the role of the Placement Coordinator in personnel readiness.
- Explain the role of the Rating Specialist in personnel readiness.
- Describe the resources and tools used in Hospital Corpsman CMS/ID billet advertisement.



Overview



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- **Contact Information**
 - **History and Organization**
 - **Major Functions**
 - **Placement Coordinator Role**
 - **Rating Specialist Role**
 - **Manning Actions**
 - **BA/NMP**
 - **CMS/ID**
 - **Questions**



PERS-4013

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PERS-4013 History



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- PERS-4013 was previously the Enlisted Placement Management Center (EPMAC).
 - In May 2006, EPMAC was disestablished and merged within NPC, PERS-40.
 - PERS-4013 continues to perform most functions previously completed by EPMAC.



Major Functions

- Serve as the agent for personnel readiness
- Evaluate Assignment Actions
- Promulgate / Evaluate / Revise Navy Manning Plans
- Audit / Track assignments of Navy Enlisted Classifications
- Review Orders / System Edits
- Manage the Readiness Information System (RIS)
- Set the Career Management System / Interactive Detailing
- Conduct Process / Manning Analysis
- Transients, Prisoners, Pregnancies & Holdees Program Manager



Major Functions



PERSONNEL READINESS PERS-4013



- Advocate for the
- ~~Validates~~ ~~Validates~~ Orders
- Ensures MCA
- ~~Needs~~ ~~Needs~~ of the Navy
- Focus on readiness
- Defined by command type

BUPERS ASSIGNMENT PERS-40



- Advocate for the Sailor
- Writes Orders
- Ensures personal career path
- Needs of the Sailor
- Focus on retention
- Defined by rating



Placement Coordinator (PC)



- **Command Advocate:** Responsible for overall manning of the commands assigned.
- **Primary Point of Contact** for all manning issues.
- Performs Enlisted Distribution Verification Report scrubs and provides command copies for action.
- Monitors manning shortages/excesses, present/assigned rate errors, invalid/blank PRDs, NEC/DNEC errors.
- Investigates and initiates solutions to resolve manning deficiencies.
- Provides distribution training to command manning staff.



Manning Actions



-
- Divert
 - COMPTOUR (shore duty)
 - CROSSDECK (sea duty)
 - EMIR
 - Addition Requirement (ADREQ) - manually generated requisition
 - OPHOLD - extraordinary circumstances



Enlisted Manning Inquiry Report



- Provides rapid notification of significant personnel shortages having a significant effect on operational unit readiness.
- Request sent by message IAW MILPERSMAN 1306-108.
- Not to be used to report general manning problems or for reporting unplanned loss of personnel who do not have significant effect on unit readiness.
- EMIR response from PERS-4013 will be sent back within 10 days.



OPHOLD



-
- Reserved for extraordinary circumstances at operational units.
 - Requests sent by message, IAW MILPERSMAN 1306-120.
 - PC and TYCOM will review all OPHOLDS for solutions, alternatives and submit comments / recommendations to the Manning Control Authority.
 - OPHOLD response from PERS-4013 will be sent within 10 days.



Rating Specialist (RS)



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- Responsible for manning of assigned ratings for all commands.
 - Focus on READINESS.
 - Manage distributable inventory of NECs.
 - Sets CMS/ID based on command readiness, geo-balance, requisition priority and valid rollers.
 - Approves/disapproves orders not meeting system edits.



Billets and Manning



Rating Specialist - is the direct advocate for the Manning Control Authority for both Forces Afloat and Ashore.

Their job is to ask the question, "What are the needs of the Navy with regard to this Rating?" The RS with the PC, determine how to efficiently distribute and manage a particular NEC inventory. This dialog is used when completing CMS/ID Advertising. They also work with the detailers when completing "on" / "rate" assignments, pay grade substitution, and sea / shore orders.



Rating Specialist
"Rating Advocate"



BA / NMP



“BA” is Billets Authorized – the end result of the Authorized Manning Document (AMD) being funded or paid for by Big Navy.

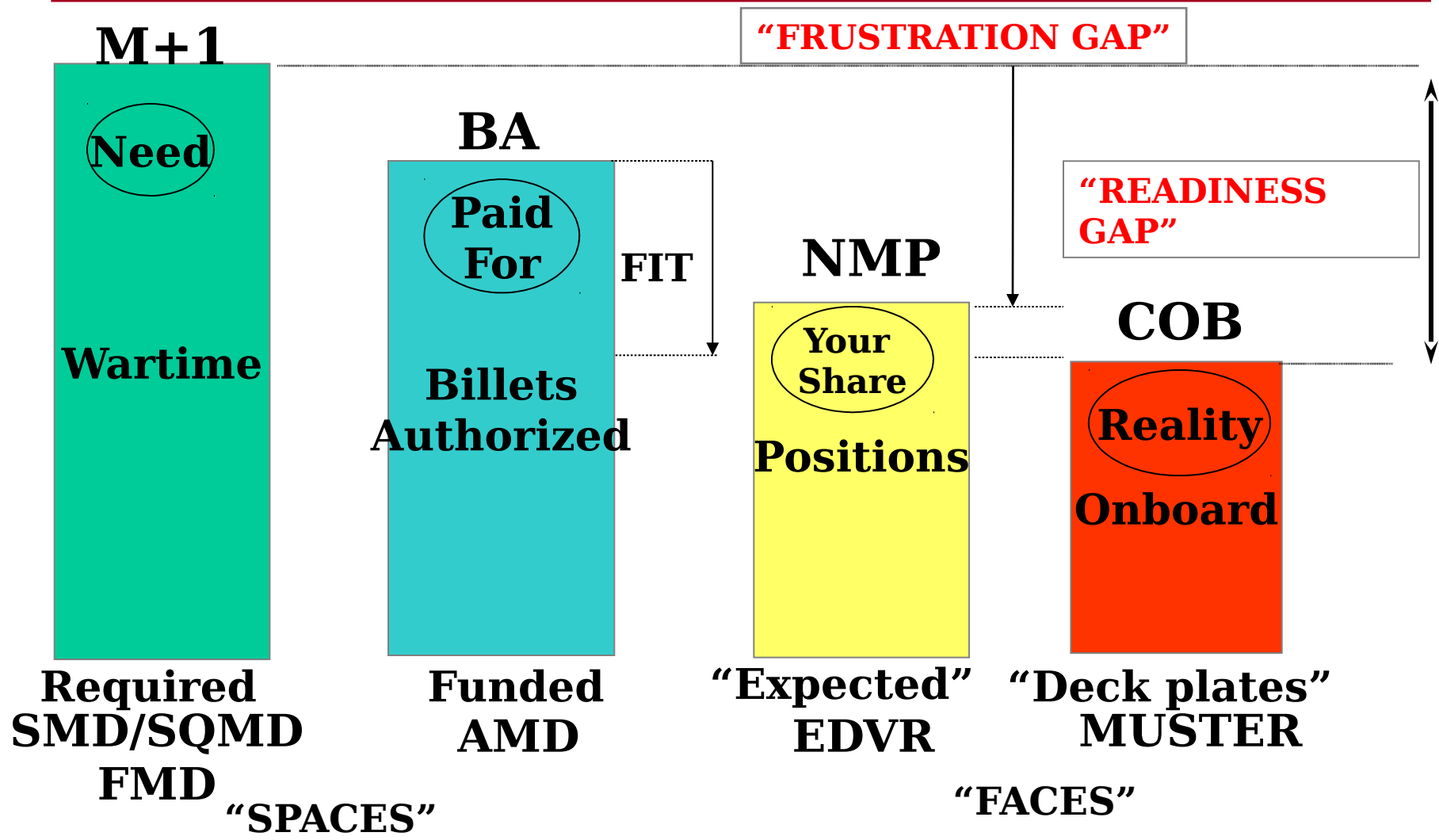
“NMP” is Navy Manning Plan – prioritizes assignments when the number of available personnel does not equal the number of vacant billets.

“Distributable Inventory” This group forms a worldwide assignable pool of people. As “A” / “C” Schools graduate Sailors, the inventory grows. When Sailors separate, retire or cross rate, the inventory adjusts. NMP is **constantly** adjusting.

There's more BA then NMP = More paid jobs than Sailors!



Manpower-Personnel Balance





Career Management System Interactive Detailing (CMS/ID)

HM



CMS/ID Business Rules



- Rollers counted by month.
- Red Zone - no longer used.
- Green Zone - Detailers must fill all green zone requisitions each month with the following exceptions:
 - ✓ Requisitions displayed when there are no rollers.
 - ✓ DEVGRU
 - ✓ Littoral Combat Ship
 - ✓ Submarine Special Project
 - ✓ Special Programs



PERS-4013 and CMS/ID



- PERS-4013 sets CMS/ID based on MCA Business Rules, MCA balance, requisition priority, and MCA directions.
- CMS/ID is set following a Ratio of Rollers to Requisitions (not all command vacancies are advertised on CMS/ID).
- PERS-4013 control of CMS/ID keeps assignment function unbiased.
- **Green Reqs:** MCA prioritized requisitions = 100% Filled



How Does It Work?

- **Timeliness:**
 - Monthly Reqs cycle = 4 days load (4013), 2 weeks Sailor interaction, 5 days command input, 1 week for selections.
- **Process for Loading:**
 - Based on an automated requisitions priority algorithm managed by Manning Control Authorities (USFF & BUPERS).
 - Business rules determine amount of requisitions to advertise based on number of distributable assets in negotiation window (7-9 months prior to PRD).
- **Sailor Interaction:**
 - Sailors may make 5 selections per cycle for each of their 3 cycles (15 total); they may make their own application, but still use CCC /



How Does It Work?



- **Command Interface:**
 - Commands may rank the least to most favorable candidate.
 - Input is one of many which guide detailer's action; but all things equal, commands will get their choice.
- **Detailer Selection:**
 - Choose best candidate for each requisition, post in EAIS.
 - Process not complete until orders written, this occurs later.
 - Unfilled requisitions get reprioritized during the next cycle.



CMS/ID Business Rules



- Detailers determine the number of rollers to sea, and the number of rollers to shore, each cycle.
- Rollers include only those personnel eligible to take orders.
- The MCAs will review the roller numbers and establish the MCA requested load.



CMS/ID Business Rules



Rollers Math										
	Sea					Shore				
	P7	P8	P9			P7	P8	P9		
	90%	45%	25%	All Rollers	Roller #	90%	45%	25%	All Rollers	Roller #
(OS) OS3	8	4	0	12	9	1	2	1	4	2
(OS) OS2	68	15	33	116	76	42	15	21	78	49
(OS) OS1	0	1	0	1	0	0	0	0	0	0
(OS) OSC	3	3	5	11	5	4	7	9	20	9
(OS) OSCS	2	2	0	4	2	0	1	0	1	0
(OS) OSCM	1	0	1	2	1	0	0	0	0	0

$$(P7 \# \times .9) + (P8 \# \times .45) + (P9 \# \times .25) = \text{Rollers}$$



FAQ



Q: My #1 req was advertised two cycles ago, but not

advertised last cycle, and is now being advertised once again. Why did it skip one

cycle?

The MCA may have directed to move the requisition to the grey zone, there may have been zero rollers, extended PRD of onboard member, someone may have been posted when the requisitions were exported to CMS/ID and then unposted after the update, numerous other reasons.



FAQ



Q: How do I get my billet advertised on CMS? Or how can my command's requisition get higher in priority?

A: Requisitions are displayed on CMS/ID in accordance to the Manning Control Authorities' (MCA) priority. Commands should work with their TYCOM or ISIC who forward a monthly list of priority boost recommendations to the MCAs. If the case is made to the MCA that a given command's requisition needs to be given a higher priority, then the MCA may direct PERS-4013C (Rating Specialist) to display the requisition in CMS/ID.



QUESTIONS?